

## SAS® EVAAS®

### ROSTER VERIFICATION QUICK-START GUIDE

SPRING SEMESTER 2013-2014

## What is Roster Verification?

Roster Verification is simply a way for teachers to verify their class rosters and allow schools and teachers to indicate when there are multiple professionals sharing responsibility for a student's instruction.

It is important that rosters are accurate because EVAAS uses them, along with test scores, to generate Teacher Value-Added reports.

## What is involved?

The NC Department of Public Instruction pulled class rosters from PowerSchool and transmitted them to EVAAS. Teachers, School Administrators, and Central Office Staff will log into their EVAAS accounts during the dates below to view these rosters and make changes as needed.



Preview Window	Teacher Verification Window	School Verification Window	District Verification Window
April 7 – April 20	April 21 – May 18	May 19 – June 1	June 2 – June 29
<b>School Admins and District Admins prepare the system for teachers</b> <ul style="list-style-type: none"> <li>District Admins inform EVAAS of any missing schools**</li> <li>Optionally, assign Roster Verifier permission to staff so they can assist with district or school roster verification*</li> <li>Add teachers who do not already have access to Roster Verification at the school</li> <li>Remove teachers who should not have access to Roster Verification at the school</li> <li>Add and remove rosters for teachers</li> </ul>	<b>Teachers verify their rosters</b> <ul style="list-style-type: none"> <li>Add and remove rosters and students</li> <li>Claim proportion of instructional responsibility for each student</li> <li>Submit rosters to School Admin</li> </ul>	<b>School Admins (or Verifiers*) verify their teachers' rosters</b> <ul style="list-style-type: none"> <li>As needed, manage teachers' access to Roster Verification</li> <li>Investigate over- and underclaimed students</li> <li>Add and remove rosters and students, adjust % of responsibility</li> <li>If necessary, return rosters to teacher</li> <li>Verify all rosters for each teacher</li> <li>Submit rosters to District Admin</li> </ul>	<b>District Admins (or Verifiers*) verify their schools' rosters</b> <ul style="list-style-type: none"> <li>Investigate over- and underclaimed students</li> <li>Add and remove rosters and students, adjust % of responsibility</li> <li>If necessary, return rosters to School Admin with comment</li> <li>Verify all rosters for each school</li> <li>Submit rosters to EVAAS</li> </ul>

**\*School Admins and District Admins:** find more information on the Roster Verifier permission on page 3.

**\*\*District Admins:** find more information about checking for missing schools on page 3.

## Who is participating?

Those who teach courses held in the spring semester and full year courses. Teachers of record, and other teachers who have instructional responsibility for a student in classes where End-of-Course assessments (EOCs), End-of-Grade assessments (EOGs), Career and Technical Education exams (CTE exams), NC Final Exams, and/or K-3 Checkpoints are administered participate in Roster Verification.

Fall semester teachers already participated in Roster Verification earlier this school year. Fall semester rosters are no longer available to view or edit in the system.

## How do I access EVAAS Roster Verification?

1. Log on to EVAAS at: <https://ncdpi.sas.com>
2. In the **Reports** menu, under the subheading **Current Roster Verification 2013-2014**, select **Teacher Roster Verification Summary** if you are a teacher; select **School Roster Verification Summary** if you are a School Administrator; select **District Roster Verification Summary** if you are Central Office Staff.

## Can I get training?

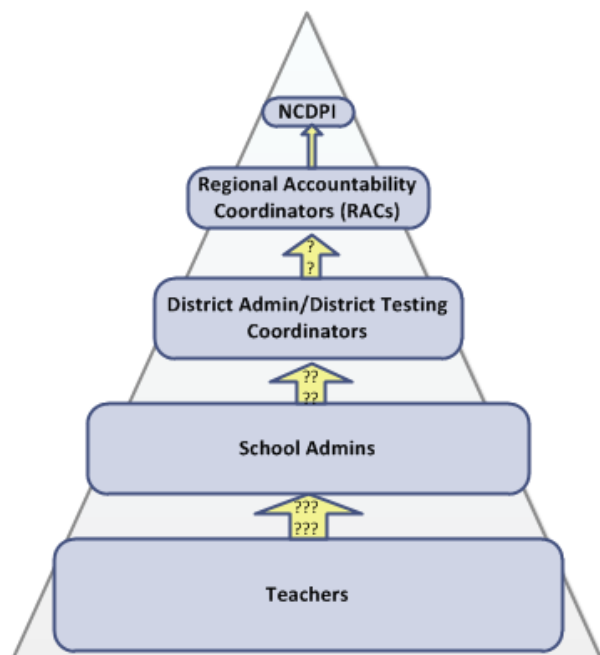
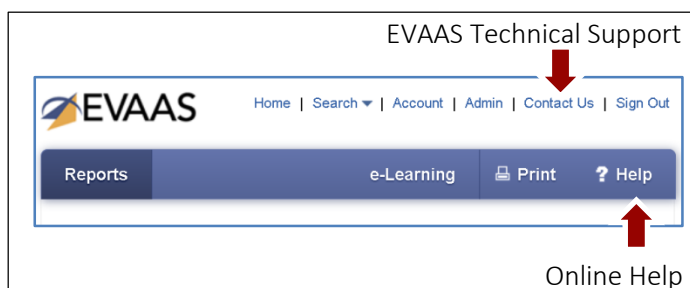
You can view a recorded webinar or virtual learning module at any time, and you can attend one of our live Q&A webinars. The link to access the recorded webinar, the virtual learning module, and the schedule of live webinars are all accessible from EVAAS login page at <https://ncdpi.sas.com>.

## Is documentation available?

From the Roster Verification web page at <http://dpi.state.nc.us/effectiveness-model/roster/>, you can access:

- Sample Scenarios
- NCDPI FAQ
- Student + Teacher Assignment Worksheets

The online help, accessible throughout the application, provides detailed instructions and examples.



## What if I need support?

If you have questions related to using the Roster Verification application, click **Contact Us** (at the top of any page) to send email to EVAAS Technical Support.

If you have questions related to guidelines, policy, and calculations, use the diagram on the left to determine who to contact locally for support.

## Which teachers do School Administrators need to add?

During the Preview window, you might need to add:

- Exceptional Children's teachers
- ESL teachers
- AIG teachers
- Teachers of special programs or targeted intervention classes
- Reading and math specialists/coaches

Do not add virtual teachers, unless they are employees of your school/district teaching a course assessed through an EOC, EOG, CTE Exam or NC Final Exam.

## How do District Administrators check for missing schools?

Log on to EVAAS at [NCDPI.sas.com](http://NCDPI.sas.com). Select **District Roster Verification Summary** under **Current Roster Verification 2013-14** in the Reports menu.

Find the section labeled **Not Ready for Review**. If a school that should participate in Roster Verification is not listed, scroll to the top of the page and click **Contact Us**. In your message, enter the name of the school that needs to be added and state that this is a high-priority issue. **SCHOOLS CANNOT BE ADDED AFTER THE ADMINISTRATOR PREVIEW ENDS ON APRIL 20.**

## What's different from the last time I used EVAAS Roster Verification?

Based on educator feedback, NCDPI and SAS EVAAS have incorporated several important changes to the Roster Verification application. This section describes some highlighted modifications.

### Teachers: Access rosters from multiple schools through one account

If a teacher has rosters at multiple schools, the teacher can now access rosters at each of the schools from any single EVAAS account that has access to roster verification.

### New column heading for the teacher's Instructional Responsibility

Column one has been changed from **Instructional Availability** to **Student + Teacher Assignment**, which represents the percentage of the school year or semester that the student was enrolled in the teacher's class or assigned to his/her caseload.

Instructional Responsibility		
Student + Teacher Assignment	Your % of Instruction	Total

### School Admins: Add Teacher functionality has improved

School Admins can now manage teachers' access through either the Roster Verification application, in the Manage List page, or by clicking the **Admin** link.

School Admins or Verifiers can now see which teachers have access to their rosters and which do not. A simple icon in the Manage Teacher list within the Roster Verification application will indicate those teachers who cannot access their rosters through an EVAAS account, along with instructions on how the School Admin can quickly resolve this.

## New Verifier Permissions

### *School Roster Verifier*

In some cases, such as in large schools, the School Administrator might need help verifying rosters. To accommodate this, a new option enables School Administrators to assign the Roster Verifier permission to one or more additional users at the school.

A School Roster Verifier CAN:

- See everything in Roster Verification that the School Administrator can see.
- Perform the same Roster Verification actions that the School Administrator can perform.
  - Add, remove, and restore rosters
  - Add, remove, and restore students on rosters
  - Edit the amount of instructional responsibility on rosters
  - Move rosters for an unavailable teacher up to the school
  - Send rosters back to teachers
  - Verify rosters
  - Submit rosters
  - Add or remove teachers on the school's Roster Verification Teacher List

A School Roster Verifier CANNOT manage EVAAS accounts for teachers. A School Roster Verifier can add a teacher to the school's Roster Verification Teacher List, but this only gives the teacher access to Roster Verification if the teacher already has an EVAAS account. The School Administrator is the only user who can create an EVAAS account for a teacher.

### *District Roster Verifier*

District Administrators can assign the Roster Verifier permission to one or more additional central office staff members when they need assistance with the district roster verification process.

A District Roster Verifier CAN:

- See everything in Roster Verification that the District Administrator can see.
- Perform the same Roster Verification actions that the District Administrator can perform.
  - Add, remove, and restore rosters
  - Add, remove, and restore students on rosters
  - Edit the amount of instructional responsibility on rosters
  - Move rosters for an unavailable School Administrator up to the district
  - Send rosters back to schools
  - Verify rosters
  - Submit rosters